

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: February 2, 2007

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **LIBERAL LEAVE FOR FEBRUARY 1, 2007**

TO: All ORO and OSTI Employees Duty Stationed in Oak Ridge, Tennessee

On the morning of February 1, 2007, management authorized the use of liberal leave due to hazardous road conditions. Under liberal leave, normal business hours are observed; however, employees are permitted to use leave from an appropriate leave category or credit hours without prior approval to cover all or part of their absence caused by a hazardous weather situation. In addition, supervisors may excuse up to two hours of tardiness under this policy. Employees receiving excused tardiness should be charged with Administrative Leave (Code LN). Tardiness in excess of two hours should be charged to an appropriate leave category. Employees who did not report for duty at all should be charged with leave for the entire day.

The ORO/OSTI Hazardous Weather Policy can be accessed on the Human Resources Division web site at <http://www.oro.doe.gov/pmab/Announcements/FY2007/Hazardous%20Weather%20Policy.pdf>. Questions regarding excused absence or leave in any specific situation should be directed to your Human Resources Specialist.



Melanie M. Kent, Chief
Federal Human Resources Branch